

COULD NOT BE
LOCATED

Patent No.: 6223539 *

Circle one (Team screening request) P R RTC
STATUS/TELEPHONE INQUIRIES

(11/19/2002)

Caller's Name: _____ Tel. #: () - _____

Comments (note what is being requested or problem): _____

File Charged to (in PALM): 2600 Date Charged to Loc.: 10/1/01

Pending Record (no issue or denial date) In CofC Database (circle one) Y / N

MRD (for record in CofC Database): 5/21/02 C of C Rec'd: 5/22/02 ✓

Assigned to (LIE's initials (initials): / / Date Assigned: / / Sent to Loc.: _____

RECORD of Issued or Denied CofC In CofC Database (circle one) Y / N

MRD: / / C of C Rec'd: / /

Examiner (LIE's initials): _____ Date Assigned: / /

CofC Issued: / / CofC Denied: / / Date PALM updated: / /

Patent number listed on C of C listing in OG (circle one) Y / N

CofC Issued for this record is attached to patent on Internet (circle one) Y / N

New/different correction(s) requested. Check Intranet or with RTIS. (circle one) Y / N

Corrections request here, are exactly the same as in CofC on Intranet. (circle one) Y / N

- ☐ 1. CofC was recently issued or denied. If CofC was issued less than 2 weeks ago, inform applicant/attorney to allow approximate 2 weeks and if CofC is not received, to submit status inquiry.
- ☐ 2. The request is assigned to an LIE or LIE has sent file to TC, give customer the LIE's name and telephone number, and transfer call to the LIE that the file is assigned. If the LIE does not answer phone and caller insists that the call is urgent, direct call to the LIE's Team Leader.
- ☐ 3. Error(s) made in published/issued CofC or in decision, ask applicant to submit copies showing errors or copy of decision. Copies should be directed to the LIE's Team Leader.
- ☒ 4. Order file and forward file to JCWS, if:
 (a.) Request is pending, file has not been assigned, and file is located in 9200 (the File Repository), TC or another location, tell applicant (attorney) that you will order the file and forward the file to contractor to assign file/request to someone to process their request. Give attorney your name and Telephone number. Use PALM, request for file from TC (page 3, or File Repository List. Forward file to JCWS to locate pending request and assign file to an LIE, ASAP.
 b. CoC was issued more than three two weeks ago, and the attorney has not been received, inform attorney to file a written request. Status letter or any request for duplicate certified CofC (a "Request for Duplicate Certified Copy of Published Certificate of Correction"), should be forwarded to JCWS. JCWS, duplicate Certified copies should be direct to address in PALM, only.
- ☐ 5. No record in CofC Database (History or Current). Ask attorney to send a copy of the request, PTOL-1050 forms and post card, to your attention. When request is received, forward this cover sheet and copy to Legal Document Review Clerk to key a record and place with request keyed that will be forwarded to Team Leader to screen for type of distribution (P, R, or RTC).